

UNITED STATES GOVERNMENT

CONFIDENTIAL

2-Way Memo

Subject:

LA Officer

From : C/CID

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (*Originator of message*):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (*Replier to message*):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE

29 April 1985

ROUTING SYMBOL

Deputy Director of Training
and Education

FOLD

INITIAL MESSAGE

FOLD

Please proceed with arranging the assignment of [] to CID. Even if he's only with you for a year he will be of help.

John

REPLY MESSAGE

To :

CONFIDENTIAL

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

5027-106

3. TO BE RETAINED BY ORIGINATOR (*Receiver*)OPTIONAL FORM 27 (Rev. 7-77)
GSA FPMR (41 CFR) 101-11.6

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Assignment of LA Officer to CID

FROM: C/CID/OTE
GE-73 Hqs

EXTENSION

NO.

DATE 4/22/85

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/OTE
1026 C of C

3/23

2. D/OTE

4/23

4/24

B.

3. DD/OTE / ADC

4/24

28

}

Comments to
C/CID, ps

4.

5.

Agree with

1 yr is better than none

6.

7.

8.

43 Makes sense

9.

10.

11.

12.

13.

14.

15.

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